

15 April 1952

TO: Assistant Director
Office of Collection and Dissemination

FROM: [REDACTED] Organization and Methods Examiner

SUBJECT: Report on Organization and Methods Staff,
Area Top Secret Control Office

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1. PROBLEM: Review of operating methods of the Area Top Secret Control Office, Organization and Methods Staff, for the purpose of insuring compliance with basic Agency regulations and establishing uniform operating methods throughout CIA.

2. INCLUSIVE SURVEY DATES: 15 April 1952

a. Area Top Secret Control Officers: [REDACTED]
Alternate Top Secret Control Officers: [REDACTED]

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3. FACTS BEARING ON THE PROBLEM:

a. Obvious Departures from Basic Agency System:

(1) The weekly log sent to Central TSCO has listed in the final column internal distribution of documents to individuals within the Area. The examiner advised that this final column should be reserved for indication of the Area to which the document is sent or, if it remains in the O&M Area, the final column should indicate at the end of week simply "O&M". It was further explained that the weekly log is intended to indicate to Central TSCO all movements of documents into or out of the cognizant area within that week. Areas with a small volume of TS documents (such as the O&M Staff) can use an extra line in the subject column for listing of internal distribution.

(2) The Area TSCO has not, in some instances, obtained the signature of the recipient on the O&M Staff. The examiner suggested that if the document moves outside the immediate Office of the Chief, the recipient should sign her copy of the weekly log.

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(3) Because of the small volume of documents handled, this Area has not always submitted a weekly log at the end of each week in which a transaction occurred. The examiner advised that logs should be sent in promptly to assist the Central TSCO in exercising a central control.

b. General Problems:

This Area, in common with other CIA Areas, receives documents from outside agencies and assigns an O&M control number, only to discover at a later date that the same document was received elsewhere in CIA and assigned an Area number. Recommendation for solution of this multiple numbering problem has been advanced in a previous report.

4. CONCLUSIONS:

The volume of TS material received in, or originated by, this Area is so small that the problems were minor and capable of "on-the-spot" solution.

5. ACTION RECOMMENDED:

a. Submission of a weekly log promptly if documents are received.

b. Use of the final column for listing of Area location only.

██████████ O&M Examiner

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CONCURRENCES:

CIA Top Secret Control Officer

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W. L. Peel
Chief, Organization and Methods Service